



## **RMS – Risk Management Services**

3077 E. 98<sup>th</sup> Street, Suite 180, Indianapolis, IN 46280  
Phone: (317) 587-1120 Fax: (317) 582-1454 [www.rskmgmt.com](http://www.rskmgmt.com)

### **OSHA SELF-AUDIT WORKSHOP**

*Assessing Your Company's Compliance Status*

#### **WORKSHOP DESCRIPTION**

Do you want to know which OSHA regulations your company is not complying with, but can't afford consultation fees? Do you feel as if you have OSHA compliance under control, but would like a second opinion to make sure you are not overlooking anything? This half-day workshop is designed for business owners whose budget will not support outside assistance, and Safety Managers who want to double check the comprehensiveness of their safety program.

Each participant will be guided through the process of auditing their business operations by completing various checklists that identify written safety programs, documentation, and employee training that their specific company is required to manage. They will also be educated on the top 50 most recent OSHA citations, and they will be given the tools necessary to identify these citations in their own facility on a frequent basis. Upon helping each participant identify their company's compliance gaps, and getting them well-acquainted with the most recent citations, the instructors will explore the best methods being used by today's leading companies to implement and manage an effective safety program.

#### **WORKSHOP TOPICS**

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 📖 Why Safety Makes Sense       | 📖 Top 50 OSHA Citations              |
| 📖 The 5 Elements of Compliance | 📖 The Need for Management Commitment |
| 📖 Written Program Requirements | 📖 How to Involve Employees           |
| 📖 Documentation Requirements   | 📖 Analyzing and Controlling Hazards  |
| 📖 Training Requirements        | 📖 Means for Providing Training       |

#### **TARGET AUDIENCE**

This half-day workshop is designed for business owners whose budget will not support outside assistance, and Safety Managers who want to double check the comprehensiveness of their safety program.

#### **WORKSHOP INSTRUCTOR**

Kevin Beswick, RMS – Risk Management Services . . . . . *Compliance Specialist*  
Bill Miller, BuSET – Bureau of Safety Education and Training . . . . . *Safety Consultant*

#### **COST & CANCELLATION**

The cost for this workshop is \$150 per person. Refreshments will be included in the fee. **GROUP DISCOUNT:** For every two participants, the third is half price!

To cancel and obtain a full refund, please make sure RMS receives your notice in writing at least 2 weeks prior to the workshop. If you cancel in writing less than 2 weeks, but before date of the workshop, you'll receive an 85% refund. No refunds are given for cancellations received on the date of the workshop or later.

#### **DATE, TIME & LOCATION**

March 6, 2003 [Manufacturing ONLY] . . . . . 8am – 12pm . . . . . Indianapolis Area (To Be Determined)  
November 13, 2003 [Manufacturing ONLY] . . . . . 8am – 12pm . . . . . Indianapolis Area (To Be Determined)

**CHECK OUT OUR WEB SITE FOR MORE TRAINING INFO**  
**[www.rskmgmt.com](http://www.rskmgmt.com)**